

November 27, 2007

RE: Lindakay Christopherson v. Department of Social and Health Services (DSHS)  
Allocation Review No. ALLO-06-041

Dear Ms. Christopherson:

The Director's review of DSHS's allocation determination of your position has been completed. The review was based on written documentation and on information provided during the November 8, 2007 Director's Review meeting. Present at the Director's review meeting were Sue Thomas, Human Resource Administrator and Pam Pelton, Classification Manager for DSHS.

You did not attend the meeting, I was unable to reach you by telephone at the start of the meeting, and you did not contact our office regarding the meeting. When I spoke with our review coordinator, she indicated that she had exchanged emails with you about rescheduling your review. She shared those emails with me.

On Monday, September 24, 2007, you asked if your November 8, 2007 review could be rescheduled. The review coordinator responded indicating that your review would have to be rescheduled until February 2008. She also gave you the option of having the review conducted on written documentation. She asked you to let her know what you would like to do. You responded that you would let her know. There were no further contacts from you about rescheduling the review.

I conducted the review on November 8, 2007. The day after the review, the review coordinator emailed you asking you to submit any additional information by Friday, November 16<sup>th</sup>. Subsequently, she learned that you were on vacation for two weeks. Due to the confusion about your desire to participate in the review, I delayed issuing my decision until after you returned from vacation.

Upon your return from vacation, you provided the review coordinator with a copy of a recent job application you had completed. This document was created after your request for review. Requests for review are based on information and documentation available at the time of the request. New information is not generally accepted unless it speaks directly to the duties and responsibilities of a position at the time of request for review. I did not include your recent job

application in my review of your position; rather, my determination is based on the information submitted during the review process.

### **Background**

On June 22, 2006, DSHS received a Position Description Form for your position. DSHS reviewed the form and conducted a desk audit of your position. By letter dated November 15, 2006, DSHS determined that your position should be reallocated downward from an Office Manager to a Fiscal Technician 2. On December 19, 2006, you requested a Director's review of DSHS's determination and asked that your position be reallocated to the Fiscal Analyst 2 classification.

In their November 15, 2006 letter, DSHS addressed your duties and responsibilities compared to the Office Manager and the Fiscal Technician 2 classification. During the Director's review meeting, DSHS indicated that they subsequently reviewed the Fiscal Analyst 2 classification. DSHS included their analysis of that class in their written statement in response to your review request. In addition, consistent with the direction provided by the Personnel Resources Board in Boekhoff v. Bellevue Community College, PRB Case No. R-ALLO-07-002 (2007), I considered all relevant classifications regardless of whether they were requested by you or considered by DSHS. Although DSHS did not address the Office Assistant Lead classification in their allocation determination, this classification is relevant. Therefore, in addition to the Office Manager, Fiscal Technician 2 and Fiscal Analyst 2 classifications, I considered the Office Assistant Lead classification. I recognize that subsequent to your reallocation request, these classifications were revised. However, for purposes of this review, I considered the classifications as they existed at the time of your reallocation request.

### **Summary of Ms. Christopherson's Perspective**

In your review request form, you argued that the Fiscal Technician 2 classification does not encompass your duties and responsibilities in regard to purchasing, procurement and asset management, training other staff in procurement procedures, arranging travel for staff, assisting in preparation of financial reports, coordinating phone line service alterations, adjustments and installation, coordinating equipment purchases, and doing research and registering staff for training.

### **Summary of DSHS's Reasoning**

DSHS argues that your position does not supervise staff; rather at the time of the review of your position, you were the lead for two positions, a Fiscal Analyst 1 and a Secretary Administrative. DSHS also argues that your position does not fit within the Office Manager classification because you do not plan, organize and assigned the work of varied or extensive units because no other units are under your supervisor's line of authority. DSHS found that the majority of the duties you perform do not involve analyzing and interpreting fiscal, grants, contracts or other financial data to draw conclusions and determine trends based on that data as encompassed by the Fiscal Analyst classifications. DSHS determined that 70% of your duties were fiscal in nature and concluded that those duties fall within the day-to-day fiscal support functions typically performed by Fiscal Technician positions. DSHS asserts that Fiscal Technician 2 classification encompasses the majority of your assigned duties.

### **Director's Determination**

As the Director's designee, I carefully reviewed all of the documentation in the file and the information DSHS provided during the Director's review meeting. Based on my review of the documents, the information provided during the Director's review meeting, the available classifications, and my analysis of your assigned duties and responsibilities, I conclude that your position is properly allocated to the Fiscal Technician 2 classification.

### **Rationale for Determination**

Your duties and responsibilities are described in your Position Review Request form (Exhibit B-4). At the time of your request for review, you were the lead for two positions, a Fiscal Analyst 1 and a Secretary Administrative.

Your Position Review Request form includes 2 versions of your main job duties. One version describes your fiscal duties as comprising 70% of your time while your office management duties comprise 25% of your time. The other version shows your fiscal duties comprising 47% of your time while your office management duties comprise 48% of your time. Based on your supervisor's comments in the Supervisor Review section of the form, the version showing your fiscal duties comprising 70% of your time appears to be consistent with and reflect your supervisor's view of your work and also appears to be consistent with the desk audit notes provided by DSHS (Exhibit B-6) which show that a majority of your time is spent on fiscal and fiscally related duties.

Your fiscal duties focus on receiving invoices or bills for payment and entering that information into the appropriate payment system. In summary, your fiscal duties include:

- Managing and coordinating payment of all non-client vendor and interagency payments and rents
- Receiving and reviewing invoices and organizing your work to assure payments are made
- Receiving purchasing documents and inputting information into the payment system
- Compiling data on payments and inputting and verifying accrual and expenditure entries for payments
- Preparing payments for AFRS and inputting and verifying payments entered in AFRS.

Your office management duties include, in part, coordinating facility services for the administration office and, when necessary, for the CSOs, training other staff in procurement procedures, arranging travel for staff, coordinating phone line service alterations, adjustments and installation, coordinating equipment purchases, and doing research and registering staff for training.

The definition for the Office Manager classification states, "[p]lans, organizes, assigns, and supervises varied and extensive processing and service units and related central office activities." Your position does not fit within this definition. You do not supervise staff and plan, organize or assign work for varied and extensive processing and service units. Rather, at the time of your request for review, you led two staff persons and reported to the Regional Business Manager within the Region 5 Administration Office. The Regional Business Manager was the supervisor for your position, a Financial Analyst 3, a Financial Analyst 1, a Secretary Administrative and a General Repairer. Your supervisor' scope of authority was not varied and extensive as envisioned by the Office Manager classification.

Positions allocated to the Fiscal Analyst class series typically conduct a variety of financial reviews and analysis of fiscal, grants, contracts or other financial data in accordance with Generally Accepted Accounting Principals (GAAP). These positions analyze and interpret what the fiscal information means to draw conclusions and trends based upon that data; determine the relationship between fiscal variables by generating items, choosing analysis, translating, or explaining their results; and taking appropriate action based upon the analysis and interpretation of the financial data.

The definition for the Fiscal Analyst 2 classification states, in part, “[p]ositions work independently under general supervision within their area of responsibility. Positions can perform general or specialized fiscal duties in a wide variety of financial areas including accounting, contracts, grants, or other financial review work for a state agency. Positions may also assist with the implementation and operation of cash flow, cash management or investment programs.”

While a substantial amount of your work is fiscal in nature, you do not conduct the variety or depth of financial review and analysis envisioned by the Fiscal Analyst class series or at the Fiscal Analyst 2 level. Your position is focused on the processing of fiscal documents rather than analyzing the information to draw conclusions and identify trends, determining relationships between variables or taking action based upon the analysis and interpretation of data. Your position does not fit within the Fiscal Analyst class series.

The distinguishing characteristics of the Office Assistant Lead classification state, “Clerical, Office Support positions differ from Secretarial positions in that the primary focus of Clerical, Office Support positions is to perform a variety of clerical duties in support of office or unit operations.”

The distinguishing characteristics for the Office Assistant Lead state,

As a unit's designated lead worker, assigns, instructs and checks the work of lower level office support staff, plans and organizes work, and performs a variety of complex clerical projects and assignments such as establishing and revising electronic or manual record keeping systems including data base files, monitoring and evaluating financial records and/or documents, resolving clerical problems, responding to inquiries regarding policies, procedures, and services, drafting correspondence, compiling reports, and reviewing, screening, verifying, and evaluating applications, forms, or requests for information. Duties performed require substantive knowledge of a variety of regulations, rules, policies, procedures, processes, materials, or equipment.

Your office management duties fit within the Office Assistant Lead classification. At the time of your request for review, you led a Fiscal Analyst 1 position and a Secretary Administrative position. In addition, you performed a variety of clerical assignments as described in the distinguishing characteristics of the Office Assistant Lead class. Some of your fiscal work is also encompassed by this class. For example, positions allocated to this class maintain record keeping systems and monitor and evaluate financial records or documents; review and verify fiscal

reports for accuracy and investigate and correct errors; prepare or assist in the preparation, compilation, and coordination of reports and records such as financial, equipment usage, purchasing, inventory, and registration; and compile and produce material such as financial statements. However, this class does not encompass the thrust of your fiscal duties which includes processing documents and information for payments. The Office Assistant Lead classification is not the best fit for your overall duties and responsibilities.

The category concept for the Fiscal Technician class series states:

Positions perform ongoing, routine and repetitive fiscal tasks in a manual or automated system. Duties can be assigned in Accounts Receivables, Accounts Payable, Purchasing, Payroll, Grants and Contracts, Student Aid, Fixed Assets, Revenue, or General Accounting.

Positions prepare, review, verify, and process fiscal, accounting, budget, book or record keeping documents. Performs computing, calculating financial, statistical and numerical data to maintain accounting, budgeting, purchasing, payroll records and reports. Records details of fiscal or business transactions in an increasing automated fiscal computer enhanced environment.

This series is not responsible for in-depth analyzing or interpreting fiscal or budgetary data, rules or regulations, or designing automated fiscal systems. This series provides fiscal support to a variety of professional classes found in the fiscal analyst occupational category.

The fiscal duties of your position fit within this category concept. When you are performing your fiscal responsibilities, you prepare, review, verify and process fiscal information for a variety of staff, maintain fiscal data and reports, and record transactions in the payments system and AFRS.

The distinguishing characteristics for the Fiscal Technician 2 classification state,

This is the journey, occupational or working level of the series. Incumbents work independently or under general supervision and often perform one or more fiscal support functions. Positions provide support in the area of fiscal, budget, or financial business areas. Apply principles of established procedures in recording, summarizing, and reporting fiscal activities in a variety of work areas such as; recordkeeping, auditing, analysis, budgeting, payroll, travel, purchasing, and other types of fiscal operations. Prepare and maintain fiscal records while compiling and ensuring the accuracy of reports. Positions may lead or supervise level 1 staff.

The majority of the duties and responsibilities of your position fit within these distinguishing characteristics. Positions allocated to the Fiscal Technician 2 class utilize fiscal record keeping systems, databases, and spreadsheets and review fiscal records; maintain purchasing records and resolve problems; maintain record keeping systems for recording budget transactions; review budget reports, verify accuracy and take corrective action if necessary; maintain and process

travel expense records and allocate travel expenses to appropriate budgets; prepare, compile, and provide fiscal reports; and prepare, audit, verify, and process final documents such as vouchers, purchase requests, invoices, and receipts. When viewed in its totality, the Fiscal Technician 2 classification best describes your position. Your position is properly allocated.

**Appeal Rights**

WAC 357-49-018 provides that either party may appeal the results of the Director's review to the Personnel Resources Board by filing written exceptions to the Directors' determination in accordance with Chapter 357-52 WAC.

WAC 357-52-015 states that an appeal must be received in writing at the office of the Board within thirty (30) calendar days after service of the Directors' determination. The address for the Personnel Resources Board is 2828 Capitol Blvd., P.O. Box 40911, Olympia, Washington, 98504-0911.

If no further action is taken, the Director's determination becomes final.

Sincerely,

Holly Platz, SPHR  
Director's Review Investigator

cc: Pam Pelton, DSHS  
Lisa Skriletz, DOP